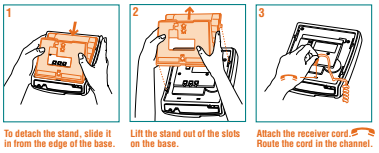
Connecting the phone



1 To detach the stand, slide it in from the edge of the base.

2 Lift the stand out of the slots on the base.

3 Attach the receiver cord. Route the cord in the channel.

4 Attach the line cord.

5 A second jack (for a modem or facsimile) is located here.

6 Desk Mount — Lower the stand into the slots on the phone's base.

7 Desk Mount — Slide the stand back until it clicks into a locked position.

6 Wall Mount† — Lower the stand into the slots on the phone's base.

7 Wall Mount — Slide the stand back until it clicks into a locked position.

† For wall mounting, we recommend that you use a wall mounting plate, which your telephone company can install. The excess line cord fits into the stand of the phone.

Using the 8009 features

Redialing a call

Pressing Redial dials the number of the last person you called.

To place a call using Redial:

1. Lift the receiver and wait for the dial tone.
2. Press Redial. The number will be redialed.*

Keeping a caller on the line

Use Hold when you want to interrupt your call without hanging up or when you want to continue a conversation at another extension.
Your call will stay on hold until you resume your conversation. **Note:** If a call has been on hold for 15 minutes, the phone automatically releases the call.

A note on privacy

Your phone uses a sensitive microphone for maximum voice clarity. Placing your hand over the receiver may not stop your caller from hearing a private conversation. For complete privacy, use Hold.

To place a customer on hold:	To resume your conversation:
1. Press Hold. (The light flashes.)	1. If the phone is offhook, press Held.
2. Hang up the phone, or leave the phone offhook.	2. If the phone is onhook, pick up the receiver at your 8009 or at an extension phone. (The flashing stops.)

Using Call Waiting† or Three-Way Calling†

If your business uses these services, Link connects other parties to your call.

When you hear a Call Waiting tone:	To connect a third party to your call:
1. Press Link. Your new call will be connected while your old call stays on hold.	1. Press Link. Wait for a dial tone, then call the second party.
2. Press Link to return to the first call. Keep pressing Link to alternate between calls.	2. When the second call is connected, press Link to reconnect the first call. All three parties are now connected.

*If you experience problems when redialing a number on a PBX line, you may need to redial the number manually, inserting a pause between the PBX access code and the number. The pause will let the PBX switch accommodate the rapid dial output. An alternate solution is to program the PBX access number and a pause into a memory key. If you press the memory key instead of pressing the PBX access code when you dial out, your redialed number will always contain a programmed pause. For details on programming a pause, see "Saving a pause in memory," on the next page.

† Your local telephone company can supply details about these subscriber services.

Saving numbers and codes in memory

Saving frequently called numbers

Use the phone's six memory keys to save the numbers of your customers, business associates, or anyone you call frequently. You can also save the feature codes for telephone services on these keys.

To save a telephone number or feature code in memory:

1. Lift the receiver and wait for a dial tone. (The dial tone will continue while you save.)
2. Press Save.
3. Press a memory key.
4. Use the dial pad to enter the telephone number or telephone feature code.
5. Press Save.

Saving a pause in memory

PBX or Centrex users may want to program a pause — to receive a second dial tone — into a saved number. When you save the number, press Hold where the pause should occur, for example, 9 Hold 800-555-1234.

Erasing a number

You can clear the number from a memory key in two ways: you can erase the number, or you can save a new number over the old one.

To erase a memory key:

1. Lift the receiver and wait for a dial tone. (The dial tone will continue while you erase.)
2. Press Save.
3. Press the memory key that you wish to erase.
4. Press Save.
5. Hang up the receiver.

Ending a call without hanging up

To end one call and start another without hanging up the receiver, press Rls. When you hear a dial tone, you are ready to make the next call.

Using the Release key with a held call

If the receiver is offhook, pressing Rls will reconnect a held call.
If the receiver is onhook, pressing Rls will drop (hang up) the held call.

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Personalizing your phone

Labelling your saved numbers

To record the numbers you've saved in memory, you can label the keys with the supplied labels and key covers†. Instructions are included on the label sheet.

Adjusting the receiver volume

The receiver volume bar is located below the dial pad. If your caller's voice is too soft, press the right side of the bar to increase the volume. Pressing the left side changes the volume back to normal. The volume is automatically reset to normal each time you hang up the phone.

Adjusting the ringer volume

You can adjust the ringer volume while the phone is ringing. The volume wheel, located on the right side of the phone, gives you a choice of four settings: Loud (top setting), Medium, Soft and Off (bottom setting). At the Off setting, the lamp flashes when a call comes in but the phone does not ring.

† If this telephone is dropped, or if it falls from the furniture on which it rests, be aware that the key covers may separate from the set and pose a choking hazard to small children.

Other information

When the light flashes

The light flashes when the telephone rings, and when a caller is on hold. If your business subscribes to a message waiting service‡ from your local telephone company, or if your PBX or Centrex system features certain types of messaging, the phone's lamp flashes when a message is waiting. Once the message has been retrieved, the flashing stops.

Call on Hold	Light flashes quickly.
Message Waiting	Light flashes slowly.
Visual Ringing	Light flashes in time with ringing.

Ringer Equivalence Number (REN), Load Number (LN)

The Ringer Equivalence Number (REN) for both Co/Centrex and PBX versions of the 8009 telephone is 2.5. The Load Number (LN) for the 8009 telephone is 34.

Solutions to common problems

If you hear a dial tone or a recorded message when you save a number:
This is normal. Since the 8009 is programmed off-hook, a dial tone will continue while you save or erase numbers or codes in memory. You may even hear beeps or a recording. These sounds do not interfere with programming.

If the telephone does not ring:
The ringer volume may be turned to Off. Turn the volume control wheel on the right side of the phone to either Loud (the top position), Medium, or Soft.

If there is no dial tone:
Check that the line cord and receiver cord are not damaged and that they are attached properly.

If you cannot hear a caller or be heard:
Make sure the receiver cord is inserted securely into the jack in the phone and the jack in the receiver (handset). Make sure the receiver cord is not damaged.

If you have repair questions or other questions about this product:
For repair or other questions about this product, call 1-800-574-1611 in the USA and Canada. In other areas, contact your local telephone company.

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Introducing the 8009 telephone — the affordable, simple-to-use business tool from Aastra Telecom. The 8009 has been designed to work with many of the powerful custom calling and messaging services available from your local telephone company or on your PBX system or Centrex system. And as you'd expect, it's packed with familiar, time-saving features to make staying in touch with your customers easier and more enjoyable.

Link: if your business uses a call waiting or a three-way calling service, Link lets you connect other parties to your conversation.

Memory keys: six keys store frequently used numbers or feature codes. Labels and key covers let you personalize the phone.

Rls: lets you end a call without hanging up the receiver.

Save: lets you program numbers or telephone feature codes into the memory keys.

Redial: lets you use a single key press to dial the number of the last person you called.

Hold: keeps your call on the line while you hold a private conversation or move to an extension phone.

Adjustable ringer: a volume wheel lets you choose from four settings including Off.

Receiver volume bar: lets you increase the volume of your caller's voice.

Removable stand: lets you use the phone on a desk or wall.

8009 User Guide

AASTRA

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